



Town of Discovery Boo!
A California Community Scares District
"Friday Letter"
To the Board of Directors
October 25, 2013

From: Rick Howard, General Manager

General Manager/Administration:

- ✓ As you know, Halloween is this coming Thursday, October 31st. Each year students from Discovery Bay Elementary and All God's Children don costumes and parade over to the Discovery Bay Shopping Center where they collect candy from the Sheriff's office and other local merchants. This year, Town staff will also be on hand to greet the little ghosts and goblins with goodies for their baskets. The festivities begin at 10:00 am. Please stop by and join us!
- ✓ On Monday, the staff participated in American Red Cross CPR/AED training. ARS provided the training free of charge as a result of their AED donation two years ago. All employees are now CPR/AED certified for the next two year period.



- ✓ Sue was doing some research this week and came across a notebook that had been assembled about the history of the Community Center. The earliest reference to a CC here in Discovery Bay was in 1972 – 41 years ago! The notebook is here in the office if any of you would like to stop by and take a look. It is interesting.
- ✓ One of the issues we have here at the office is 15 years of files and papers, and the fact that we are running out of space to store them. Many of the files are required to be maintained forever, while others are permitted and eligible for destruction at varying times. While we do have a records retention policy, it is not efficient and does not acknowledge real world conditions, and uses of technology. Sue participated in a webinar this week on Records Retention and Management Policies. We will be coming to the Board in the next few months with recommendations and a new set of procedures related to records retention.
- ✓ On Thursday afternoon, I attended the first in quite some time Chamber of Commerce Ribbon Cutting Ceremony at Delta Valley Fitness Center – Discovery Bay. It was a very well attended event and Delta Valley appears to be slowly gaining momentum. I hope they continue to build upon their business as the programming at the Community Center that we will offer will compliment their membership base.
- ✓ On Friday, November 8 at noon we will welcome Bob Abbadie into the Town of Discovery Bay's Alumni Club! A retirement lunch will take place at the Steakhouse and details will be out soon. Please be sure to mark your calendar.

Water and Wastewater Services

- ✓ The Well 7 contractor reached the maximum depth this week. Zim Industries will finish their work in the relatively near future. The next phase is the design and sizing of the well pumps and the required infrastructure.
- ✓ As you recall, the Board approved a modification to Well 1 last year. This modification will result in the production of additional water and help us meet our maximum daily demand in that area. Well 1 is slated to be offline starting next week in order to make those improvements.
- ✓ The electrical contractor for the greenhouses (biosolids handling project) started their work this week. The first comments we heard were, "Wow, it's hot in here!" They should be onsite through the end of the year. Once this phase is complete, we should be in a position to perform start up procedures and complete the project.

Parks, Landscape and Recreation Services

- ✓ This morning, President Simon and Director Steele met with Fairin, myself and the contract representative for Odyssey Landscaping. The purpose of the meeting was to discuss quality control and to get a sense of Odyssey's scheduling and procedures here in Discovery Bay.
- ✓ Fairin and I walked the Community Center building today in preparation of putting together a facility upgrade plan. We hope to start some of the work in the next week.

Important Dates

Upcoming important dates are as follows:

- CSD Regular Board Meeting – November 6, 2013 at 7:00 p.m. Bob Abbadie retirement luncheon, Friday November 8, 2013, Noon.
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- CSDA Leadership Conference –Napa – November 17 – 20, 2013.
- CSD Regular Board Meeting – November 20, 2013 at 7:00 p.m.